



# ***US ARMY FINANCIAL MANAGEMENT COMMAND***



## **GFEBES Vendor Master Data update for Fund the Force (FTF)**

# Action, Conditions and Standard

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**#ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively input or update Vendor Master Data

**#CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

**#STANDARD:** access the appropriate module of GFEBS to input or update the necessary Vendor Master Date while adhering to system procedures and maintaining Separation of Duties (SOD)

# References

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- ❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (*Contract Payment Policy and Procedures*)

<http://comptroller.defense.gov/fmr/>

- ❖ Department of Defense Guide for Miscellaneous Payments

[http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous\\_pay.html](http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html)

- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure

[http](http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200)

<://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

- ❖ Defense Federal Acquisition Regulation (DFAR)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)  
5CFR 1315 (PPA)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ DFAS-IN 37-1 Regulation

<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>

# References (Cont'd)

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## ❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E GFEBS Overview
- L201E Integrated Process Overview
- L210E Financials Process Overview
- L250E Acquisition process Overview
- L251E Accounts Payable Process overview
- L303E GFEBS Navigation and Reports
- L410E Introduction to Financials
- L413E Financial Reporting
- L416 Cash balancing
- L451E Material and Vendor Master Data Maintenance
- L454 Goods Receipt Processing
- L455 Invoice Processing
- L457E Purchase card

## ❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

[https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th\\_Financial\\_Management\\_Center](https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center)

# Agenda

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- ▶ **Introduction**

- ▶ **Vendor Master Data input and update**

- ▶ Vendor Master Data Role based capabilities
- ▶ XK03 - Vendor Display
- ▶ XK01 - Create a Vendor
- ▶ XK05 - Blocking and Unblocking a Vendor from payment
- ▶ XK06 - Flagging a Vendor for Deletion
- ▶ Check on Learning

- ▶ **GFEBS Useful Links**

- ▶ **Questions?**



# Vendor Master Data input and update

# Vendor Master Data input and update

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Use this procedure to create a vendor master record for an employee/individual that is not currently in GFEBS. If an individual or business is not maintained within AESIP\*, then Vendor Master Data must be created manually.

Although the Vendor data should originate from the SAM (System for Award Management) website (previously known as “CCR”), the FTF Team may be required to Create, Update and even Block individual Vendors in order to execute payment

**blocks, prompt payments and accurate Master Data Records.**

\*AESIP (Army Enterprise Systems Integration program) enables integration by linking business processes and data across existing IT systems. This integration optimizes business processes and supports Enterprise-level information requirements. AESIP has successfully delivered a Web-based solution for the creation and management of customer and vendor master

# Vendor Master Role-based capabilities

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The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- ~~Senior FTF Analyst (FMSSD)~~
- ~~FTF Analyst (FMSSD)~~
- ~~FTF Technician (FMSSD)~~
- **FTF Clerk (FMSSD)**

**Note:** Although only the FTF Clerk has the ability to Create and Update Vendor Master Data, the Vendor Master Data record may be “viewed” by all FTF personnel.

# XK03- Vendor Display

**SAP Easy Access - User menu for**

Menu | **XK03** | Log off | System

**Display Vendor: Initial Screen**

Menu | | Back | Exit | Cancel | System | **Select all**

Vendor: **SAR20**

Company Code: **ARMY**

Purch. Organization: **ARMY**

**General data**

- ☒ Address
- ☒ Control
- ☒ Payment transactions
- ☒ Contact Persons

**Company code data**

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☒ Withholding tax

**1** Enter Vendor Search Criteria (may also be found by name, tax information, etc.). For this example, the CAGE Code will be utilized.

**2** Company Code and Purchasing Organization will always be "ARMY"

**3** Click "Select All". This will place check marks on all displayable vendor data categories (see left of the screen)\*

**4** Press "Enter"

**Note:** the use of the CAGE code as the "Vendor Code" is common practice in GFEBS.

**\*Note:** Step "3" may be skipped if the user wishes to only display specific vendor data. Checkmarks can be placed next to those items manually prior to step "4"

**Physical copy of PO**

Vendor Code is common practice in GFEBS.

APO AE 09112

17a. CONTRACTOR/ OFFEROR

ZURMAT CONSTRUCTION CO

Road No 10

Kabul

Afganistan

AF 25000

TELEPHONE NO.

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH

☐ OFFER

19. ITEM NO.

SCHEDULE OF S

SEE S

# XK03- Vendor Display (Cont'd)



**Display Vendor: Address**

Menu | | Back Exit Cancel System | Display -> change Previous screen **Next screen**

Vendor

**Display Vendor: Control**

Menu | | Back Exit Cancel System | Display -> change Previous screen **Next screen**

Vendor

**Display Vendor: Payment transactions**

Menu | | Back Exit Cancel System | Display -> change Previous screen **Next screen**

Vendor

**Display Vendor: Accounting information Accounting**

Menu | | Back Exit Cancel System | Display -> change Previous screen **Next screen**

Vendor

Account co

Customer

Trading Pa

Bank Details

Ctry Bank Ke

Tax informa

Tax Numbe

Vendor SAR20 ZURMAT CONSTRUCTION COMPANY ZI KABUL

Company Code ARMY UNITED STATES ARMY

**Note:** most data available in the Vendor Master Data may be “Changed” and “Saved” while in the Vendor Display screens. Click **Display -> change** , make the applicable changes, t **Save** Click

*These actions can be done in lieu of a XK02 (Change Vendor Data) if Code given the user has the “Role” to create and edit Vendor Master Data.*

Prev.acct no. Personnel number 0

# XK03- Vendor Display (Cont'd)

**Display Vendor: Payment transactions Accounting**

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | **Next screen**

Vendor: ZAB20 ZILMAT CONSTRUCTION COMPANY ZI KABUL

**Display Vendor: Correspondence Accounting**

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | **Next screen**

Vendor: ZAB20 ZILMAT CONSTRUCTION COMPANY ZI KABUL

**Display Vendor: Withholding tax Accounting**

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | **Next screen**

Vendor: ZAB20 ZILMAT CONSTRUCTION COMPANY ZI KABUL

**Display Vendor: Purchasing data**

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | **Next screen**

Vendor: ZAB20 ZILMAT CONSTRUCTION COMPANY ZI KABUL

**Display Vendor: Partner functions**

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | **Next screen**

Vendor: ZAB20 ZILMAT CONSTRUCTION COMPANY ZI KABUL

**Last data screen reached**

Do you want to exit the display for this vendor?

Yes | **No**

Click "Next Screen"

Click "No" to continue or "Yes" if you are done viewing the vendor data)

# XK03- Vendor Display (Cont'd)

Display -> change

Click  
"Administrative  
Data"

Administrative data

Click "US  
Federal  
Government"  
Tab

US Federal Government

Administrative Data

Control

Account group: 2004 Foreign ☐ One-time account

Entry

Area	Created by	De
General data	1300182565	05
Company code	1300182565	05
Purchasing	1300182565	05

☒

Click to  
Exit

## Display Vendor: General Data (Enhanced)

Menu Back Exit Cancel System Display -> change

Vendor SAR20 ZURMAT CONSTRUCTION COMPANY ZI KABUL

US Federal Government: Fields

Payment Card Data

CCR Details

CCR: Infos for Contact Person

TAB 04

TAB 05

TAB 06

TAB 07

### Treasury Information

Agency Location Code

Payment Office

### CCR Keys

DUNS Number

DUNS+4

CAGE Code

Reg.Exp.Date

Registration Ind.

Current Reg.Status

**Note:** Click  
"Standard" to  
return to the "Non-  
US Gov't." data if  
needed

Standard

# XK03- Vendor Display (Cont'd)

The screenshot displays the XK03 Vendor Display application with several overlapping windows. The windows have tabs for 'US Federal Government: Fields', 'Payment Card Data', 'CCR Details', and 'CCR: Infos for Contact Person'. The 'CCR Details' window is active, showing a toolbar and a message 'CCR POC Details : No records found'. The 'CCR: Infos for Contact Person' window is also visible, showing a table with columns 'Short text for CCR Vendor POC Type' and 'Point of Contact'.

**Note:** most data available in the Vendor Master Data may be “Changed” and “Saved” while in the Vendor Display screens. Click **Display -> change** , make the applicable changes, t **Save** Click

*These actions can be done in lieu of a XK02 (Change Vendor Data) T-Code given the user has the “Role” to do so.*



# Creating a Vendor Master Data record

# XK01- Create Vendor (Foreign)



**SAP Easy Access - User menu for**

Menu | **XK01** | Log off | System

**Create Vendor: Initial Screen**

Menu | Back | Exit | Cancel | System

Enter the Vendor CAGE to be processed

1

Vendor: **1A2B4**

Company Code: ARMY UNITED STATES ARMY

Purchasing Organization: ARMY US Army Purchasing

Account group: **Z004**

2

Enter the appropriate "Vendor Account "Group if known or select the appropriate code

**Note:** the most commonly utilized codes are "Z001" and

3

Select the most appropriate Account Group

Group	OTA	Name
Z001	XX	<input type="checkbox"/> Non-Federal / Commercial
Z002	XX	<input type="checkbox"/> Government (non-DOD)
Z003	XX	<input type="checkbox"/> Federal DOD (DODAACs)
Z004	XX	<input type="checkbox"/> Foreign
Z005	XX	<input type="checkbox"/> Employees & Individuals
Z006	XX	<input type="checkbox"/> Remit to addresses
Z007	XX	<input type="checkbox"/> Internal Vendors
Z008	XX	<input type="checkbox"/> FCM RIC SOS (Supply Req)
Z009	XX	<input type="checkbox"/> Local Vendors for DPW
Z010	XX	<input type="checkbox"/> Foreign Local

32 Entries found

4

Click "Enter" to start the Vendor Creation

# XK01- Create Vendor (Foreign)

(Cont'd)

## "Address" Screen

Save Back Exit Cancel System Previous screen **Next screen** ent

**Name**

Title **Company** 5 Title will be "Company" unless it is an individual

Name **USAFMCOM Vendor 1** 6 Name of Company

**Search Terms**

Search term 1/2 **1A2B4 Vendor 1** 7 Search terms (able to search for this vendor by these terms). (Vendor CAGE code is recommended)

**Street Address**

House no./street **123 Mohamet Street** 8 Enter Company address information. Ensure the Country information is correct.

City/State/ZIP Code **Kabul 1512345**

Country **AF**

Time zone Tax Jurisdictn

# XK01- Create Vendor (Foreign)

(Cont'd)

## "Control" Screen

Save Back Exit Cancel System Previous screen **Next screen** 9 Click "Next Screen"

**Account control**

Customer		Authorization	
Trading Partner		Corporate Group	

**Tax information**

Tax Number 1		Tax number type	
Tax Number 2		Tax type	
Tax Number 3			

☐ Equalizatr tax  
☐ Natural Person

	Tax base	
Fiscal address		Soc. Ins. Code
Tax Jur.		VAT Reg. No.
Rep's Name		Type of Busines
Tax office		Type of Industr
Tax Number		

TIN (Taxpayer Identification Number) and Tax information is required for U.S. Vendors. If it is an individual, instead of company, the Social Security Number will be entered in these fields.

# XK01- Create Vendor (Foreign)

(Cont'd)

## "Payment Transactions" Screen (Bank Data)

**Bank Details**

Ctry	Bank Key	Bank Account	Acct holder	AK
AF	AFIBAFKA	12345	Mukhar Al Saleem	01

**Callouts:**

- 10:** Enter the appropriate "Country Code" for the Bank Location
- 11:** Select the appropriate "Bank Key" (SWIFT Code or ABA)
- 13:** Enter the correct bank account number
- 14:** Enter the name of the bank Account "Beneficiary". Must be based on the name the bank account is under (cannot be misspelled)
- 15:** If provided, enter the type of account:  
01- Checking  
02- Savings
- 12:** Once entered, click the checkmark to populate the "Bank Key" field
- 18:** Enter the desired search string with wildcards "\*" if needed to locate the Bank in the system (must be pre-loaded)

**Bank country key (1)**

Cty	Name
AD	Andorra
AE	Utd.Arab
AF	Afghanis
AG	Antigua/

263 Entries found

**Find bank**

Bank Country	AF
Bank Key	
Bank name	
City	
Bank number	
SWIFT code	AFIBAFKA*
Bank Branch	
House no/street	

# XK01- Create Vendor (Foreign)

(Cont'd)

## "Accounting Information" Screen

Save Back Exit Cancel System Previous screen **Next screen** 17 Click "Next Screen"

Accounting information

**Recon. account 2110.0100** 16

Head office

Authorization

Minority indic.

Interest calculat 16

Interest indic.

Interest freq.

Reference data

Prev.acct no.

Sort key

Cash n

Releas

Certific

Last ke

Last int

Reconciliation acct (1)

Search Criteria

G/L Acct	Long Text
1120.0100	Imprest Funds
1410.0100	Advances & Prepayments
<b>2110.0100</b>	<b>Accounts Payable</b>
2960.0100	Accounts Payable From Cancelled Appropriation

4 Entries found

General ledger account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are automatically updated. "2110.0100" is the most commonly utilized for FTF Vendors

# XK01- Create Vendor (Foreign)

(Cont'd)

## "Payment Transactions Accounting" Screen

Save Back Exit Cancel System Previous screen **Next screen** 21 Click "Next Screen"

Payment data

**Pay Terms** **Z030** 18 Enter the payment terms applicable to this vendor

Cr memo terms ☐

Chk cashng time ☐

Chk double inv. ☒ 20 Place a checkmark here to ensure all invoices are checked for duplicates during entry

Automatic payment transactions

**Payment methods** **T** 19 Select the appropriate "Payment Method". (GFEBS does not support Cash payments). EFT is the preferred method of payment in theater and GFEBS.

**Terms of Payment (1)**

Search Criteria

PayT	Own explanation
0001	Payable immediate
Z001	Net due Immediate
Z007	Net 7 Days
Z014	Net 14 Days
Z015	Net 15 Days
Z020	Net 20 Days
<b>Z030</b>	<b>Net 30 Days</b>
ZCRM	Credit Memo Term
ZFP1	Fast Pay - Net 7 D
ZFP2	Fast Pay - Net 10

**Payment Methods**

Outgoing prmts		Incoming prmts	
I...	Name	I...	Name
<input checked="" type="checkbox"/> 1	SF1080 Payments File	<input type="checkbox"/> 0	SF1080 Collections File
<input type="checkbox"/> C	Check	<input type="checkbox"/> A	DA1857 Hard Copy
<input type="checkbox"/> D	Bank transfer (ACH CCD)	<input type="checkbox"/> I	US Fed IPAC Collections File
<input type="checkbox"/> L	LDA Voucher Payments		
<input type="checkbox"/> O	US Fed IPAC Payments File		
<input type="checkbox"/> P	Bank transfer (ACH PPD)		
<input checked="" type="checkbox"/> T	Bank transfer (ACH CTX)		
<input type="checkbox"/>	No Outbound Billing		
<input type="checkbox"/> 2	NA Required		

**Note:** The Deployable Disbursing System (DDS) utilizes CTX (Corporate Trade

made 20

# XK01- Create Vendor (Foreign)

(Cont'd)

## Confidence Accounting, Withholding Tax Accounting, Purchasing Data” Screens

[illegible]

# XK01- Create Vendor (Foreign)

(Cont'd)

## "Partner Functions" Screen and saving the Vendor data

**Save** 24 The "Partner Functions" is the last data field. Click "Save" to record the vendor entry.

ative data US Federal Government

Partner Functions

No Input necessary

	Number	Name	
VN Vendor necessary	1A2B4	USAFMCOM Vendor 1	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**i** Vendor 1A2B4 has been created for company code ARMY purchasing organization ARMY

**Note:** Vendor Master Data may be changed as needed. T-Code "**XK02**" will allow an authorized user to make adjustments to the record when applicable and when needed.

19  
The Vendor is now added to the GFEBS database and is ready to be utilized.



# Blocking and Unblocking a Vendor from Payment

# XK05- Blocking/Unblocking a Vendor



**SAP Easy Access - User menu for C**

Menu | XK05 | Log off | System

**Block/Unblock Vendor: Initial Screen**

Menu | | Back | Exit | Cancel | System

Vendor: 1A2B4

Company Code: ARMY

Purch. Organization: ARMY

Vendor Account Number (1)

Search Criteria

Category: Vendors (General)

Search term:

Postal Code:

City:

Name: \*USAFMCOM\*

Vendor:

Maximum No. of Hits:

Start Search

Vendor Account Number (1)

Search Criteria

SearchTerm	PostalCode	City	Name 1	Vendor
USAFMCOM	12345	KABUL	USAFMCOM VENDOR 1	1A2B4

1 Entry found

5 Press Enter

1 Enter Vendor Code if known, if not, enter search criteria to locate the Vendor (utilize wildcards "\*")

2 Enter the desired search string with wildcards "\*" if needed to locate the Vendor in the system

4 "Company Code" and "Purch. Org." will always be "ARMY"

3

# XK05- Blocking/Unblocking a Vendor (Cont'd)

**Block/Unblock Vendor: Details**

Menu  **Save** **Display account details**

Vendor: 1A2B4 USAFMCOM Vendor 1

Company Code

Purchasing Org.

**Posting Block**

☒ All company codes  
☐ Selected co. code

**Purchasing block**

☒ All purchasing organizations  
☒ Selected purchasing organization

**Block for quality reasons**

Block function: 99

**Function That Will Be Blocked (1)**

Search Criteria

BF	Short text
01	Block purchase order
02	Block quot. request and purchase order
03	Block quot. req., order, goods receipt
04	Block source determination
99	Total block

5 Entries found

Changes have been made

Click "Save" to ensure vendor is Blocked

Checking "All Company Codes" will prevent users from posting items to this account and issues an error message to inform them that the

Checking both options will prevent users from posting purchasing items to this account and issues an error message to inform them that the account is blocked

Select Vendor Block reason

**Note:** A Blocked Vendor may be unblocked by removing the "Posting", "Purchasing" and "Block for Quality Reasons" entries and saving the



# Flagging a Vendor for Deletion

# XK06- Flagging a Vendor for Deletion



**SAP Easy Access - User menu for**

Menu | XK06 | Log off | System

**Flag for Deletion Vendor: Initial Screen**

Menu | | Back | Exit | | System

Vendor: 1A2B4

Company Code: ARMY

Purch. Organization: ARMY

Enter Vendor Code if known, if not, enter search criteria to locate the Vendor (utilize wildcards "\*")

Company Code and "Purch. Organization" are always "ARMY"

Changes have been made

Press Enter

Click "Save"

Deletion flags

- ☒ All areas
- ☒ Selected company code
- ☒ Selected purchasing org

Deletion blocks

- ☒ General data
- ☒ Selected company code incl. general data

Check all blocks to ensure the Vendor Record is completely removed during the run of the archiving program

1

2

3

4

5

# Check on Learning

**in the FTF Section has the ability to add or change a Vendor Master Data record**

FTF Clerk

FTF Chief

FTF Technician

Senior FTF Analyst

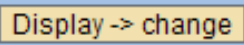
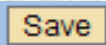
➤ **What T-Code is utilized to view a Vendor Master Data Record?**

XK03- Display Vendor

➤ **Where does most Vendor Master Data already in GFEBS originate from?**

It is obtained through an interface with AESIP. AESIP obtains data from the SAM (System for Award Management) formerly known as "CCR".

➤ **If a "Vendor Master Data Controller" is viewing a Vendor Master Data record (XK03) and identifies an error, what can the user do to correct it**

On the  button, make the necessary changes  click .

➤ **What T-Code is utilized to Access a Vendor strictly for editing?**

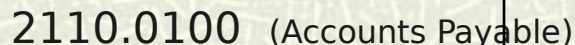
XK02- Change Vendor

➤ **What T-Code us utilized to "Block/Unblock a Vendor for Payment"?**

XK05- Block/Unblock Vendor

➤ **Which Reconciliation Account (Recon. Account) must be used for all**

**Vendor's when input?**

 2110.0100 (Accounts Payable)

1410.0100 (Advances & Prepayments)

2960.0100 (Accounts Payable from cancelled appropriations)

# Check on Learning

**The following questions required access to GFEBS and to name the "Screen", and "Field" (when applicable) of a Vendor Master Data record**

- **Where can a US Vendor's "Tax ID Number (TIN) be found?**

**Screen:** Control

**Field:** Tax Number 1 and/or Tax Number

- **Where can the Bank Account Beneficiary (Account Holder) for a Vendor be found?**

**Screen:** Payment Transactions

**Field:** Acct Holder

- **Where can a user ensure the system checks for Double Invoices for a specific Vendor?**

**Screen:** Payment Transactions Accounting

**Field:** "Chk double inv." block

- **Where can the "Banking Information" (SWIFT Code or ABA) for a Vendor be found?**

**Screen:** Payment Transactions

**Field:** Bank Key

- **Where can the "Payment Method" (Check, EFT, etc.) for a Vendor be found?**

**Screen:** Payment Transactions Accounting

**Field:** Payment Method

# GFEBS useful Links

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## **GFEBS Home Page**

<http://www.gfebs.army.mil/>

## **Army Knowledge Online (AKO)**

<https://www.us.army.mil>

## **milWIKI**

<https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS>

## **Department of Defense Financial Management Regulation (DoDFMR))**

<http://comptroller.defense.gov/fmr/>

## **DFAS-IN 37-100**

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

## **System For Award Management (SAM)**

<https://www.sam.gov/portal/public/SAM/>

## **USAFMCOM OST Training materials**

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



# QUESTIONS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM